

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

273

PAGE
NO.

1.

1. Requesting Agency

ST. MARY'S SEMINARY JUNIOR COLLEGE

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES OF THE BOARD OF TRUSTEES

Minutes of the Board have been preserved in the following volumes:

October 27, 1845 - May 17, 1954 (101 pages)
 March 24, 1870 - December 1898 (160 pages)
 March 20, 1899 - October 16, 1916 (200 pages)
 June 1918 - September 1941 (220 pages)
 September 1941 - - September 1956

Although the school was chartered in 1839, classes did not begin until May 1846. It appears doubtful, therefore, that any minutes were recorded prior to October 1845. The missing volume, 1854-1870, may have been destroyed by the fire in 1924, along with the Administration Building. The minutes for 1917 and the first six months of 1918 may also have been destroyed in the fire or may not have been recorded due to exigencies of World War I.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS PERIODICALLY.

2. ACADEMIC RECORDS

Dates: 1905 - -
 Quantity: 2 linear feet
 File Arrangement: Alphabetical
 Annual Accumulation: 200 cards per year

Academic records prior to 1905 have not been located. It is believed they were destroyed in the fire of 1924. The records for

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7. Agency, Division or Bureau Representative

May Russell

Signature

President

Title

11/16/56

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

12/5/56

Date

Maurice S. Radloff

Archivist

DEC 18 1956

Date

McCluskey

Secretary

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1905-1923 are recorded in a bound volume and show: girl's name, courses taken, and grades received. For the period 1924-1946, the same information is noted on 4" x 6" cards. Since 1946 the information is on 8½" x 11" cards and is much more detailed. Different cards are used for High School students and Junior College students.

The High School card shows a thorough family and physical history of the student, curricular and extra-curricular activities, social development, vocational interests, classes taken and grades received, results of standard tests, and attendance record.

The Junior College record shows entrance credits, school attended, age, withdrawal and reason, courses taken, credits and grades received, social and school activities, results of standard achievement tests, any disciplinary actions, remarks, and follow-up.

RECOMMENDATION: RETAIN PERMANENTLY; MICROFILM FOR SECURITY PURPOSES, DEPOSIT MICROFILM COPIES AT HALL OF RECORDS

3. STUDENT FOLDERS

Dates: 1930 - -

Quantity: 13 drawers

File Arrangement: Alphabetical

Annual Accumulation: ½ drawer

A folder is maintained for each student enrolled in the Seminary. Contents include:

Application for Admission

Test Records

Transcripts from other schools

Academic Report Cards (periodic)

Physical Examination

Correspondence

RECOMMENDATION: RETAIN FOR EIGHT YEARS AFTER STUDENT LEAVES SCHOOL, THEN MICROFILM RECORDS OF STUDENTS ENROLLED AFTER 1952; RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS; DESTROY RECORDS OF STUDENTS PRIOR TO 1952.

4. REGISTRATION CARD

Size: 5" x 8"

Dates: 1954 - -

Quantity: 3-4 linear inches

File Arrangement: By year and alphabetical therein

Annual Accumulation: 2 linear inches

Audit: State

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BOARD OF PUBLIC WORKS

SECRETARY

APPROVED
HALL OF RECORDS COMMISSION

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The Registration Card is prepared annually. It shows name, address, entrance date, course, class, age, last school attended, parents' names, address, church preference, and any remarks. The reverse is the Course Card, showing name, course, class, courses taken, and hours of credit. All data on this card is recorded on the permanent Academic Record.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. ACCOUNTING RECORDS

Dates: 1930 - -

Quantity: 6 drawers and 15 cubic feet (21 cubic feet)

File Arrangement: Chronological

Annual Accumulation: 2 cubic feet

Disposable Amount: 15 cubic feet

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

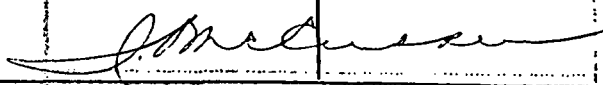
Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E- $\frac{1}{2}$	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum

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Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)

Formerly BB-1 and BB-2

Budget Schedule Amendment Sheet

B.P. Inv. R101

Report of Fixed Assets (annual)

B.P. Inv. R102

Report of Materials and Supplies (annual)

B.P. Inv. 6

Materials and Supplies Physical Inventory
(annual)

BB-40

Request for Position Action

Budget Form Nos.

1 thru 11

Budget Estimates Fiscal Year (13 pages including
farm statement)

Others

Vendors Invoices

Bank Deposit Slips

Bank Statements

Bank Deposit Receipts

Check Stubs

Student Bills

Cash Receipts

Receipt Books

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

6. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL
RECORDS RETENTION SCHEDULE.

PAYROLL (prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND EXCEPTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-B, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

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RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

7. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128 - A, a standard State-wide form, prepared annually for each employee

Leave applications

Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

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APPROVED BY
DEC 18 1956
SECRETARY